



**TOWN OF UXBRIDGE  
BOARD OF SELECTMEN**  
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**Jill R. Myers**  
Town Manager

**TO:** Honorable Board of Selectmen  
**FROM:** Jill R. Myers, Town Manager  
**DATE:** September 7, 2007  
**SUBJECT:** Town Manager's Report for the BOS Meeting of September 10, 2007

*Attached, please find the monthly Department Head Reports for the month of August, 2007.*

**A Loss to the Town:** By now you are all aware that former Town Building Inspector (he became a State Building Inspector) and long time town resident Bill Robbins passed away on Sunday, September 2<sup>nd</sup>. This tremendous loss to the community has hit our Town Hall very hard, particularly to those who both knew and worked with Bill as well as the co-workers and friends of his wife Laura, a long-time employee in the Office of the Treasurer and Collector. Barbara Harris in the Assessor's Office was kind enough to coordinate a group donation to be made in Bill's honor to the Lydia Taft House. Our thoughts and prayers continue to be with the Robbins family.

**Budget Summits:** The BOS Chairman and I have been working with the Chairs of the School Committee and Finance Committee on the agenda and discussion points for the three budget summits; the first ("I") on 9/19 at 7 p.m. in the HS Library; II – 10/10, and III – 11/7. The Finance Committee Chairman requested that staff prepare a "starting" point discussion memo based on my recommendation to the BOS to begin the process with a balanced budget to the forecasted revenues. The Finance Committee Chairman asked staff to illustrate the potential impact of the anticipated FY09 deficit - how the \$ amount could potentially translate into loss of services and staff - until the Town priorities are agreed upon through the budget summit process. The memo highlights that such is not the preferred option, and that a % reduction across departments stymies all services, so that there has to be consensus of what to fund in light of limited revenue growth coupled with on-going efforts for greater efficiencies. The departments will then submit the FY09 budget requests based on the priorities established at the summits.

**Group Insurance Commission (GIC) Information Session with Retiree and Union Reps – Sept 11:** In follow-up to the BOS action of 8/27, we scheduled a GIC informational session with union representatives and the retiree representative for Tuesday, September 11<sup>th</sup>. The Unions will select their representatives to serve on the public employees committee (PEC), and the Association of Retired State, County, and Municipal employees is expected to select their representative before the meeting of 9/11. The Retiree representative has a 10% vote. The remaining 90% weighted percentage vote is divided by union. The union membership breakdown per the payroll department is:

SEIU (Town Hall and Dispatchers)	26 members
AFSCME (DPW)	21
MCOPS (Police)	17
Fire	10

School (all units combined)	305
<b>TOTAL</b>	<b>379</b>

A written agreement to participate in the GIC must be approved by 70% of the weighted votes of the representatives on the PEC – by 10/1/07 for participation in FY09. It is a three or six year commitment. Votes of the PEC representatives are binding on all members of the bargaining unit. For more information, please visit [www.mass.gov/gic](http://www.mass.gov/gic) or [www.mapc.org](http://www.mapc.org).

**Bernat Mill Fire Recovery Efforts:** Please see the report from the Director of Planning and Economic Development. Legislation was filed to access the Katrina funds but there has been no movement yet.

**GIS Project Meeting:** On Wednesday, September 5th, representatives from CMRPC as well as Cartographics, our GIS contractor, met with staff to review the status of the GIS system and assess our current and future needs. We are looking to integrate the GIS function with the future expedited permitting software program. We allocated a portion of the grant funds to ensure that the GIS system is compatible with the new permitting software. The GIS system was introduced, in a limited capacity, in 2004 relating to parcel mapping. The system has been linked to the CAMA (State data system) with some limited web access, but the functionality and connectivity of various department layers is still limited. The Town added various improvements to the system to include zoning map updates, wetlands, stone walls, frontage, parcel links, and a number of other available data sets. We anticipate the addition of water and sewer lines. The latest state ortho map was installed. The building data is not up to date as buildings shown on our maps are those which existed following a late 1980's fly-over. Many buildings are gone or have changed and no newer ones show up except for completed condos. Despite the fact that there is no designated GIS (or MIS) person, the Assessor's office has managed to keep GIS functioning and somewhat up to date. CMRPC will conduct the needs assessment and help us map a strategy for GIS planning. We have CMRPC local planning assistance hours available to us, as well as MORE technical assistance hours. We receive additional hours by participation at CMRPC meetings and committees, which is a change of the former practice of giving Towns hours.

**Snow Plowing Private Roads Policy:** After discussions with the Director of Planning and Economic Development and the DPW Superintendent, this policy as reviewed by the BOS will be tabled until early 2008. Staff, in working towards a November 2007 notification date, decided that there was not enough time to appropriately notify affected parties so close to the plowing season. However, we will bring this policy back to the BOS for consideration with proposed implementation dates later this fall/ early winter to seek a November 2008 implementation.

**Meeting with Pat Costello, Town Counsel:** On Wednesday, September 5<sup>th</sup>, BOS Chair Julie Woods and I met with new Town Counsel, Pat Costello, to discuss transitional and a few new items. He will be present at the BOS meeting of 9/24 and will attend the executive session to review the litigation status report with the BOS. We will work out a schedule for monthly onsite visits with staff and meetings with boards and commissions. Additionally, Town Counsel wanted to further review the options/trusts/deeds for the future of the Blanchard School, so it is unlikely that an article will be ready for the Fall Town Meeting.

**Fall Annual Town Meeting Update:** Please note that the 11/20/07 Annual Town Meeting will be held in the High School Auditorium as opposed to the Gymnasium. This change was made in an effort to reduce our expenses (chair rental). Also, please keep in mind that the Warrant remains open through 4:00 p.m. on Friday, September 21<sup>st</sup>. The BOS special meeting of 9/17 is scheduled in part for this purpose. At the special meeting of 9/17, there will also be a joint meeting with the Planning Board and ZBA to discuss the proposed amendment to the Zoning Bylaw for the expedited permitting (43D) application review process. Attorney Bobrowski will conduct a full review and codification of the Zoning Bylaws but at the Fall Town Meeting, only matters surrounding the expedited permitting need to be addressed. This will provide for more time to review any zoning bylaw amendments in addition to codifying those amendments approved since 2005.

**Committee/Board Appointments:** I am pleased to announce that Barry Desruisseaux has been sworn in to the position of Associate to the Planning Board as approved at the 11/06 Town Meeting. This process was slightly delayed as we were awaiting final approval from the attorney general's office. Also, Jack McCarthy is the new Chairman of the Capital Committee.

**Website Update:** Though outreach efforts continue, our Website Committee has been reduced to one member, with the recent resignation of Joe Bonapace. To plan/document website needs and administration, I have scheduled a meeting on Friday, September 14<sup>th</sup> with Grant Fletcher (current and longtime member), Barry Giles, Jenn Cederberg and our IT service provider World Band to talk about the in-house content management, and design/maintenance of the website. I am extremely grateful that Grant has continued to serve and update our award winning site as well as make himself available for questions and requests.

**National Grid:** Staff met with representatives from National Grid as they plan to commence the process to begin the transmission reinforcement project entitled the "Interstate Reliability Project" [www.interstatereliability.com](http://www.interstatereliability.com). This will entail installing new lines to the existing right-of-way and removal of the tower like structures that were built in 1960's. The public outreach process will begin in October to direct abutters (home visits) and they will make a presentation to the BOS in December or January. Public hearings will follow.

**Document Management:** We received quotes from two companies and are expecting one more. As was mentioned at the last BOS meeting, we are seeking to change the scope of the project significantly from an onsite storage solution, with the bulk of the funds being spent on racks and labor, to an offsite storage model with rental charges being the primary expense. Staff will provide an update once all of the quotes are received.

**Four-Town Planning Project Meeting 9/10/07:** Director of Planning and Economic Development Megan DiPrete attended a meeting at the Douglas Town Hall regarding the 4-Town project. In addition to several local officials, there were a number of people present from MOBD (Mass Office of Business Development), CMRPC (Central Mass Regional Planning Commission) and Mass Development. A black/white copy of the 4-Town Planning Study (Route 146 Corridor Visioning Study Phase I Report) was just provided last week, and it was distributed to attendees (it is dated August 31, 2007). It was prepared by Daylor Consulting Group. In other projects, where property is municipally-owned, they have functioned as the "developer." Where the 1700 acre project area includes many property owners, the discussion was about how Mass Development might assist in this particular process. Mass Development indicated that they might be able to help coordinate property owners, consultants, etc.

Douglas Selectman Paula Brouillette indicated that there is a Blackstone Valley Boards of Selectmen's meeting on October 4. There might be an opportunity at that time to have the 4-Town Boards break out for a discussion of "next steps." One of the potential next steps is to consider having the towns name property within the 4-Town area as Priority Development (43D) sites. Because Uxbridge already has a 43D grant, additional funding would likely not be available, but this information will be verified. However, other towns might be able to apply for/receive funding. There was discussion about the cost/benefit of coordinating through CMRPC. There have been some staffing changes in the 4 affected towns over the years, so the 10/4 meeting will have the added benefit of coordinating the current Board members as well as the CAO-level staff. It is likely that the towns will be asked for another financial contribution (demonstrating continued commitment) at the May 2008 town meetings.

Also, there was discussion of Chapter 40T which parallels the funding legislation she previously researched. If adopted, this new chapter of the state MGL's would provide a framework for funding infrastructure improvements in a designated area. It could also serve as a framework for developing a permit process that transcends the municipal boundaries. (Information about this legislation is available at [www.chapter40t.com](http://www.chapter40t.com)).